

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5355

TITLE: PROPERTY MAINTENANCE AND ZONING ENFORCEMENT INSPECTOR

GRADE: S-22

DEFINITION:

Under general supervision, performs a variety of specialized zoning and property maintenance inspections, requiring the exercise of independent judgment and initiative; develops and promotes Neighborhood Volunteer Programs, provides advisory guidance to less experienced team members; and performs related tasks as required.

DISTINGUISHING CHARACTERISTICS OF CLASS:

The Property Maintenance and Zoning Inspector is distinguished from the Senior Zoning Inspector in that the Property Maintenance and Zoning Inspector performs multidisciplinary inspections for both zoning and property maintenance (i.e. investigates property maintenance code) and fosters citizen involvement in the development of Neighborhood Volunteer Programs whereas the Senior Zoning Inspectors only perform zoning inspections.

The Property Maintenance and Zoning Inspectors are distinguished from the Property Maintenance and Zoning Enforcement Supervisor in that the Property Maintenance and Zoning Inspectors perform both property maintenance and zoning inspections whereas the Property Maintenance and Zoning Enforcement Supervisor oversees a group of lower level inspectors including the Property Maintenance and Zoning Inspector.

ILLUSTRATIVE DUTIES:

Develops screening/survey criteria and evaluates and classifies dwellings based on Property Maintenance Code, Virginia Uniform Statewide Building Code, Zoning Ordinance and Fairfax County Code;

Collects data and prepares reports to select target areas for Neighborhood Volunteer Programs in consultation with the Board of Supervisors;

Organizes and staffs civic association meetings in target areas;

Trains citizens in recognizing property code and zoning violations, assists them in conducting neighborhood property inspections;

Provides continuing support and leadership to communities involved in Neighborhood Volunteer Programs;

Serves as liaison between Programs and other County agencies;

Investigates complaints and alleged violations of the Zoning, Noise Ordinance and the Property Maintenance Code;

Conducts research of property files, Virginia Department of Motor Vehicle registration records, Circuit Court land records, and the Department of Public Works and Environmental Services files for building and electrical permits prior to initiating and conducting field inspections;

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Reviews and approves Sign Permit applications;
Interviews citizens and business owners as to alleged violations and conducts follow-up inspections and investigation until the complaint is resolved;
Enforces the conditions and requirements associated with special permit and special exception uses, variances and proffered rezonings;
Identifies Zoning Ordinance/Noise Ordinance violations;
Identifies Property Maintenance Code violations such as deteriorated property, unsafe conditions and overcrowding;
Issues Notices of Violation and initiates other corrective procedures to obtain voluntary compliance;
Prepares written Notice of Violation letters, memoranda and other correspondence;
Prepares and submits automated reports and maintains investigative files;
Photographs violations and prepares evidence for court testimony.
Responds to citizens' queries concerning zoning and property maintenance and other matters;
Operates technical equipment necessary to monitor light/ glare standards and sound levels;
Condemns and placards unsafe structures which are dangerous to life, health, and the safety of occupants;
Authorizes the order that requires occupants to vacate the premise of a structure when there is imminent danger of failure or collapse of the structure;
Orders necessary work to be accomplished to meet the emergency when there is imminent danger of structure failure or collapse, and there is danger to life and safety; to include boarding up of any entrances and openings into the structure;
May assist in the preparation and/or review of draft amendments to the Zoning Ordinance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the provisions of the Zoning Ordinance/Noise Ordinance and Property Maintenance Code and other similar ordinances;
Ability to read and interpret plats and plans related to land development;
Ability to properly conduct an investigation of alleged code violations;
Ability to gather evidence, interview individuals, recognize inconsistencies, analyze deficiencies and prepare reports on observations made during an investigation;
Ability to use technical and photographic equipment for visual evidence and measurement of light /glare, and sound levels;
Ability to communicate clearly and concisely, both orally and in writing; and to properly articulate the corrective action necessary to clear a violation;
Ability to deal tactfully and effectively with the public, civic groups and homeowner associations and to foster cooperative citizen and neighborhood involvement;
Ability to effectively communicate with members of the Board of Supervisors and to coordinate resources with other County agencies;
Ability to train and monitor the work of others.

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EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four year college or university in a zoning, planning, enforcement or inspection related field.

CERTIFICATIONS AND LICENSES REQUIRED:

Possession of valid Motor Vehicle Driver's License;
Certification through the Commonwealth of Virginia as a technical assistant to the Building Official within twelve (12) months of appointment;
Certification by the Virginia Department of Housing and Community Development within twelve (12) months of appointment in Property Maintenance.

ESTABLISHED: June 15, 2006